

## **Institutional Ergonomics Committee**

**October 2, 2000**

### **Meeting Minutes**

**Committee Attendees:** Faye Miller, ESH-2; Mike Brandt, ESH-5; Carol Smith, BUS-4; Jen Rezmer, MST-OPS; Barbara Garcia, BUS-4; David Rudolph, HR-5; Carlos Garcia, E-DO; Larry Wardlow, ESH-2; Rae Arguello, ESH-5; Mabel Grey-Vigil, X-8; and Phill Grogan, ESH-13.

**Invited Guests:** Paula Mattys, ESH-5; Jim Berrigan and Jeff McFall, Contract Associates

#### **Announcements**

- Carol Smith discussed what she has learned from discussions with Intel about their ergonomics program.
- Larry Wardlow, Gary Whitney, and Mike Brandt will visit Intel to benchmark their program.
- Jen Rezmer discussed the meetings she and Mary Carol Williams had with Contract Associates about furniture guidelines.
- Rae Arguello has contacted UCLA to request permission to use their furniture guidelines. Rae will install the link on the Ergonomics Program homepage as soon as permission is received.

#### **Injury and Illness Discussion**

Paula Mattys, ESH-5, discussed the type of data that is available through the ESH-5 injury and illness database. Helena Whyte will attend the next meeting to listen to the Committee's data needs and to understand what type of data is being requested.

#### **Contract Associates**

Jim Berrigan and Jeff McFall of Contract Associates presented a booklet of 'standard' office designs. These designs are offered as solution to the time delays experienced by requestors for furniture. These standard designs, however, only apply to empty and new offices or to offices in which the requestor is willing to pay for the removal of existing furniture and the installation of new furniture. The Committee members felt that standard designs are a good idea if design costs are reduced and order fulfillment time is reduced. But most of the Lab (~90%) does not request or need a completely new office. Instead, most requests are for pieces of furniture.

Jim asked that the Committee considered endorsing these designs. It was suggested that Jim speak with Stephen Lopez, BUS5/1, to determine if this was appropriate. The Committee is not inclined to begin supporting one vendor's solution over another.

Jim offered to give interested IEC members briefings about Contract Associates quality improvement initiatives in the areas of:

- project management;
- furniture installation;
- office design; and
- express ordering.

If any Committee members have an interest in attending any of these briefings, please contact Mike Brandt.